

**CITY OF CARLSBAD  
CLASS SPECIFICATION**

**JOB TITLE:**        **CUSTODIAN II**

**DEPARTMENT:**    **PUBLIC WORKS**

**BASIC FUNCTION:**

Under general supervision, to be responsible for the care, cleaning, and maintenance of city facilities; to supervise full and part-time employees; act as a liaison between the City and agencies that provide contract custodial services; and to do related work as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Custodian II class is distinguished from the Custodian class in that this class is required to plan and supervise the work of the custodial operations. The Custodian II class is expected to work evenings or odd shifts as assigned.

**KEY RESPONSIBILITIES:**

Supervise full-time and part-time custodians.

Act as a liaison between the City and agencies that provide contract custodial services.

Conduct general training such as custodial techniques and procedures and safe working practices.

Maintain inventory of custodial supplies, materials, and equipment.

Perform minor maintenance of custodial equipment.

Prepare reports on the condition of City facilities, complaints, and related information as requested.

Sweep, vacuum, mop, wax, and polish floors.

Dust and polish furniture, woodwork, fixtures, countertops and equipment.

Clean windows, walls and blinds.

Empty and clean waste receptacles.

Clean and maintain supplies in restrooms.

Review and complete employee requests for services.

Move and arrange furniture and equipment and set up rooms for special meetings or events.

Replace lights and adjust shades and blinds.

Lock and unlock doors.

Pick up papers and other debris.

Perform a variety of routine jobs related to custodial services.

**QUALIFICATIONS:**

**Knowledge of:**

Methods, materials, and equipment used in building housekeeping and light duty maintenance work.

Safe work practices.

Methods and techniques of supervision.

**Ability to:**

Understand and carry out oral and written directions.

Coordinate and schedule custodial maintenance of city facilities.

Establish and maintain cooperative relationships with those contacted in the course of work.

Supervise and train subordinates.

Keep records and prepare required reports.

Work nights and odd shifts as required.

**EXPERIENCE AND EDUCATION:**

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to graduation from high school and two years experience performing duties comparable to those of a custodian.

**SPECIAL REQUIREMENT:**

Possession of an appropriate California Driver's License.